



C A L I F O R N I A D E P A R T M E N T O F

Mental Health

1600 9th Street, Sacramento, CA 95814
(916) 654-2378

REQUEST FOR QUOTATION (RFQ) Notice to Prospective Contractors

March 29, 2007

To: PROSPECTIVE CONTRACTORS

You are invited to submit a quotation to the California Department of Mental Health for project number 06-76428-000 titled:

CALIFORNIA DEPARTMENT OF MENTAL HEALTH (DMH)
Mental Health Services Act Housing Program
Statewide Training and Technical Assistance
FOR FISCAL YEARS 2006-2007 (approx. 2 months), 2007-08, 2008-09,
2009-10 (approx.10 months)

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions (GTC-1005) and Contractor Certification Clauses (CC-1005) that may be viewed and downloaded at Internet site <http://www.ols.dgs.ca.gov/Standard+Language>. If you do not have Internet access, a hard copy may be obtained by contacting the persons listed below.

In the opinion of the Department of Mental Health, this RFQ is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFQ is:

Linda Aaron-Cort at (916) 654-8643 for questions concerning the RFQ requirements

Stacie Kincaid, Contract Analyst, (916) 654-2338 for questions concerning the contracting process

Please note that no *verbal* information given will be binding upon the State unless such information is issued in writing as an official addendum to this RFQ.

Sincerely,

Original signed by

Terrie Tatosian
Procurement and Contracting Officer
Administrative Services

Enclosures

1) Purpose of this RFQ

The purpose of this RFQ is to contract with an expert in the field of supportive housing for persons with mental illness to provide training and technical assistance to County Mental Health Departments in all aspects of the development and provision of permanent supportive housing that will be implemented through the Mental Health Services Act (MHSA) Housing Program.

The MHSA asks the State of California to transform the way in which it has delivered mental health services to individuals with serious mental illness. Over the past decade or more, this transformation had already begun through the implementation of several pilot programs, each with the goal of moving beyond the mental health clinic setting to offering a much wider array of services and supports to consumers in community settings, enhancing their recovery efforts and their opportunities for independent living. During this time, access to safe, affordable housing has been identified as an essential element in helping individuals with serious mental illness to stabilize their health and avoid homelessness.

On May 12, 2006, the Governor signed Executive Order S-07-06 which mandates the development of the MHSA Housing Program, with the stated goal of creating 10,000 additional units of permanent supportive housing for individuals with serious mental illness who are homeless or at risk of homelessness. The program will be jointly administered by the Department of Mental Health (DMH) and the California Housing Finance Agency (CalHFA). The proposed annual commitment of MHSA funds provides up to \$75 million for capital development and \$40 million for operating subsidies. Each county mental health department will receive a portion of these funds for the development of permanent supportive housing, and they will be required to submit a supportive housing project application that will be reviewed and approved by DMH and CalHFA. The draft application guidelines for the MHSA Housing Program are posted on the DMH website at: www.dmh.ca.gov/mhsa/Housing.asp.

2) Scope of Work

Historically the mental health system in California has not had the mandate, resources, or expertise to include housing development with supportive services as a core service; the MHSA Housing Program presents a remarkable opportunity to expand safe, affordable housing. DMH recognizes the magnitude of this shift of including housing as part of our services, and the department is committed to providing effective training and technical assistance to the counties as they expand their infrastructure and expertise in the development, operation, and over-sight of permanent supportive housing for individuals eligible for services under the MHSA.

Due to the complexity of developing the application for the new MHSA Housing Program, the application for the housing program funds will not be distributed until June, 2007; therefore, the initial contract year for the training and technical assistance funds is May 1, 2007 through June 30, 2007 (2 months). An additional 34 months of work and funding is available for FY 2007-2008, FY 2008 -2009, and 2009-2010, for a total of 36 months. Applicants should submit a proposal with work plans that reflect activities to be

conducted from May 1, 2007 to June 30, 2007 and for the following two fiscal years 2007-08 and 2008-09, and for 10 months of 2009-10. The start date of the contract is contingent upon final approval by DMH.

This RFQ requires submission of a work plan with timelines that describe provision of a range of supportive housing development, project planning and training activities that focus on the implementation of the MHSA Housing Program. Core deliverables to address in the work plan are:

- a) Assessment of the varying needs of the County Mental Health Departments regarding their capacity and readiness to develop permanent supportive housing.
- b) Development of an over-all plan for training and technical assistance to County Mental Health Departments and assigned appropriate county staff on permanent supportive housing project development. This plan should include activities that are both state-wide and county-specific to include:
 - 1. Establishing partnerships at the county level that promote housing development; this includes identifying partners and dissemination of resources/information that support the development of effective collaborations
 - 2. Assistance with identification of both short and long-term housing development strategies
 - 3. Training and technical assistance on supportive housing finance
 - 4. Training and technical assistance on best practices in the delivery of services in supportive housing
 - 5. Learning strategies for addressing community opposition regarding housing for people with serious mental illness
- c) Establishment of communication/training forums with designated MHSA/County Mental Health Department housing staff; offering consistent opportunities to share information and perspectives related to housing project development under the MHSA.
- d) Description of training methodologies and approaches to be utilized (e.g. didactic, group/interactive shared learning, presentations by subject matter experts, application of a specific curriculum, state-wide conferences, regional meetings).
- e) Description of an evaluation plan to determine if training is meeting the goals of participants/counties (e.g. training evaluation forms, methods for soliciting feedback and adjusting training as necessary).

Given the statewide capacity-building scope of this training, DMH will accept applications from organizations that propose to partner with other entities to meet the scope of work requirements. In cases where partners collaborate in a single application, a lead applicant must be identified and the scope of work must clearly identify parties responsible for deliverables.

3) Minimum Qualifications for Prospective Contractors

The RFQ applicant must demonstrate knowledge, expertise, and successful past performance in the following areas:

- a) Statewide experience in providing training and technical assistance to county mental health departments, with specific focus on systems change and implementation of new practices.
- b) Expertise in the principles and practices of all aspects of the development, operation, and oversight of permanent supportive housing for individuals with serious mental illness.
- c) Experience in providing housing development/finance training and technical assistance to mental health entities.

4) Key Action Dates

Event	Date
RFQ posted on the DMH Website	March 29, 2007
Final Date for Quotation Submission	April 11, 2007 by 5:00 pm
Proposed Award Date	April 19, 2007
Contract Award Notice (Will be posted on the DMH Website)	April 20, 2007

5) RFQ Requirements

- a) The prospective contractor shall provide a work plan that describes how services detailed in item 2 above will be provided. This work plan shall include projected milestones and a timeline.
- b) The prospective contractor shall provide a written statement describing how he/she meets the Minimum Qualifications outlined in item 3 above.
- c) The prospective contractor shall provide at least three references from county mental health directors attesting to the contractor's success in providing training and technical assistance to their county.
- d) The prospective contractor shall provide a detailed budget and budget narrative for the services to be provided. The total costs of all services cannot exceed \$682,000 per year.

6) Submission of Quotation

- a) All responses to this RFQ must be submitted in writing via Fax, Email or mail to the contact listed below by the date and time shown in item 4 above. Responses received after this date and time will not be considered.

Linda Aaron-Cort
1600 9th Street, Room 250
Sacramento, CA 95814
Telephone number: (916) 654-8643
Fax Number: (916) 654-6394
Email Address: Linda.Aaron-Cort@dmh.ca.gov

- b) All responses to this RFQ shall include the items identified in item 5 above. Responses not including the required items shall be deemed non-responsive. A non-responsive quotation is one that does not meet the basic quotation requirements and will be rejected.
- c) Responses must be submitted for the performance of all the services described herein.
- d) Even if all of the required components are submitted, a response may still be rejected if any information provided is conditional or incomplete, or if it contains any alterations of form or other irregularities of any kind. The State may reject any or all responses and may waive any immaterial deviation in a response. The State's waiver of immaterial deviation shall in no way modify the RFQ document or excuse the Bidder from full compliance with all requirements if awarded the agreement. The Department of Mental Health reserves the right to reject all responses. The Department of Mental Health is not required to award an agreement.
- e) Costs incurred for developing responses and in anticipation of award of the agreement are entirely the responsibility of the prospective contractor and shall not be charged to the State of California.
- f) No oral understanding or agreement shall be binding on either party.

7) Evaluation Process

- a) After the responses to the RFQ have been submitted, each response will be checked for the presence or absence of required information in conformance with the submission requirements of this RFQ.
- b) Each response to this RFQ will be evaluated to determine whether or not minimum qualifications have been met.
- c) Above and beyond meeting the minimum requirements, each RFQ response will be closely evaluated for evidence of expertise and experience in the provision of training to mental health entities. The contract will be awarded to the applicant

who has presented a comprehensive scope of work, and can best demonstrate an effective track record in the development and provision of training on public mental health policy issues and programs.

8) Agreement Execution and Performance

- a) Contractor shall commence work only after all approvals have been obtained and the agreement is fully executed. Should the Contractor commence work before the contract has been fully executed, the services performed will be considered volunteered by the Contractor.
- b) All performance under the agreement shall be completed on or before the termination date of the agreement.